

City of Gulfport

REQUEST FOR PROPOSALS

For Mitigation Planning, Grant Preparation and Administrative Services

The City of Gulfport ("City") hereby solicits Requests for Proposals for the five year update to the City of Gulfport's Hazardous Mitigation Planning Grant, 2007.

All proposals must be received in the Purchasing Office of the City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than **5:00 o'clock p.m. August 14, 2012** after which time they will be referred to the Selection Committee. One (1) original, five (5) copies and one (1) digitally converted copy of each proposal shall be submitted.

The Selection Committee will review each proposal, select a qualified firm and make a recommendation for award to the Mayor and City Council. All proposals shall be submitted in a sealed envelope clearly identified with the following information: **Name of Firm or Individual; Request for Proposal for Mitigation Planning, Grant Preparation and Administrative Services.**

A written contract may be awarded to the individual/firm whose Proposal is determined by the committee to be the most advantageous to the City. The City reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.

The firm selected will be eligible to negotiate a contract with the City. If the selected firm is unsuccessful in negotiating a contract or does not maintain the minimum requirements, the City, at its discretion, may select the next ranked firm for contract negotiation.

The contractor will be responsible for developing the update to the Gulfport Hazard Mitigation Plan which is for the protection of life and property of Gulfport citizens and visitors through hazard mitigation measures designed to enhance prevention and preparedness for identified hazards, to minimize the impact of identified hazards on life and property, and to reduce recovery time when hazards do occur in accordance with 44CFR 201.6 and other applicable regulations.

Grading Criteria will be based on the following factors:

1. Qualifications-List of qualifications of each staff person to be assigned to the project.
2. Experience-Information regarding the experience of the firm. This should include types of projects undertaken.
3. Capacity for Performance-Identify the title and staff available to be assigned to provide services.
4. Price-cost to deliver plan in six month period.

Request for Proposal packages may be obtained at the Procurement Office, 1410 24th Avenue, Gulfport, MS 39501. All inquiries should be directed in writing to Procurement Manager, at same address or via e-mail at cdebenport@gulfport-ms.gov, no later than seven (7) days prior to the opening date of the proposal.

Publish Dates: 07-19-12
07-26-12

Send invoice and proof of publication to: Connie Debenport
1410 24th Avenue
Gulfport, MS 39501